

Document No. 859  
NO CHANGE in Class. ☐  
☒ DECLASSIFIED  
Class. CHANGED TO TS S C  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 6 Feb 78 By: 021

27 November 1959

MEMORANDUM FOR: Plans and Policy Staff, OTR

ATTN:

Mr. [REDACTED]

25X1A9a

SUBJECT:

OTR Emergency, Contingency, and War Plan

1. The attached Plan has been reviewed in relation to the CIA Global War Plan and Annexes thereto. All important areas appear to be covered, and nothing in the attached Plan seems to be in conflict with the Global War Plan. From our review of the Plan, it appears that the major job remaining is that of editing and reorganizing the material in conjunction with the annexes which are being prepared by various staffs and schools of the Office of Training. The following comments are offered for your consideration in connection with editing and reorganizing.

2. All references should be as precise as possible. As now written, certain references to annexes, tabs or enclosures are not clear as to whether they refer to the OTR Plan, the Global War Plan, or other plans. Typical examples are found on page 6 where an attached T/O is referred to without stating the number of the attachment and whether it is an attachment to an annex, the basic plan, or what have you. Also, on page 50 tabs are referred to, and there is no indication as to whether they are tabs to an annex or to the basic plan.

3. In reorganizing the Plan, it is recommended that, wherever possible, items applicable to all or most of the Agency, or of a general nature, be incorporated into the basic plan; and that items pertinent either to one staff section or school, or to one specific subject, be incorporated in annexes. For example, paragraph 3 of the basic plan contains tasks for OTR components. For some of the components, these become quite long and involved, covering seven pages in the case of the OPS School. It is believed that the Plan might be easier to read if lengthy items such as tasks were covered in the pertinent annex rather than the basic plan.

4. Paragraph 3b, page 7, contains instructions not to reduce the global war training requirements levied on OTR to planning factors of numbers of personnel, nationalities, objectives, and training materials or instructors required until D-day has arrived or is clearly imminent. It appears that any of these which can be determined earlier should be levied as soon as possible, rather than waiting to levy them on D-day.

*OK done* 5. Paragraphs 3b, page 7, and 3b(2), page 8, appear to be inconsistent with each other.

6. Recommend that the "Lesson Plan," pages 44-46, be included as a tab or appendix rather than as a part of the text of paragraph 3y. *agree*

7. Recommend that the budget figures and data on programing of training projects and facilities, page 47, be included in a logistical or administrative annex rather than in the body of the Plan.

8. In reorganizing the Plan, extreme care should be exercised in using the same system of paragraph numbers and letters, annexes, appendixes, tabs, enclosures, etc. throughout the entire Plan. In the present copy of the Plan, it appears that various staff sections have written different parts, using different systems of numbering, lettering, etc. This tends to detract from the continuity of the Plan.

25X1A9a

  
C/WPS/GLO

1 Attachment:  
As stated